

FINANCIAL INSTITUTIONS EXAMINER  
OPEN SPOT EXAMINATION – SAN FRANCISCO

STATE OF CALIFORNIA  
DEPARTMENT OF FINANCIAL INSTITUTIONS



FINAL FILING DATE: FEBRUARY 14, 2003

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

|  |   |
|--|---|
| WHO MAY APPLY                                  | Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.   |
| HOW TO APPLY                                   | This is an OPEN-SPOT examination for the Department of Financial Institutions' (DFI) San Francisco office. Indicate this location directly under the examination title on your application. Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. For your convenience, you may obtain a copy of the STD 678 (Rev. 12/20/01) on-line at <a href="http://www.spb.ca.gov">http://www.spb.ca.gov</a> .<br><b>FAXED APPLICATIONS WILL NOT BE ACCEPTED.</b> Submit applications to:<br><br>DEPARTMENT OF FINANCIAL INSTITUTIONS<br>OFFICE OF HUMAN RESOURCES<br>1810 13 <sup>th</sup> STREET<br>SACRAMENTO, CA 95814<br><br>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.  |
| SPECIAL TESTING ARRANGEMENTS                   | If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.   |
| FINAL FILING                                   | Application, Form STD 678 (rev. 12/20/01) must be <b>POSTMARKED</b> no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. Applications not submitted on STD 678 (Rev. 12/20/01) will be rejected.  |
| SALARY   | \$2,764 - \$3,400 Range A<br>\$3,568 - \$4,131 Range B<br>\$4,301 - \$4,980 Range C   |
| QUALIFICATIONS APPRAISAL INTERVIEW             | It is anticipated that interviews will be held during March/April 2003.   |
| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION | Applicants must meet the experience/education requirements by the final filing date. All applicants must meet the education and/or experience requirements for this examination by the final file date. Your signature on your application indicates that you have read, understood and possess the qualifications required.<br><br>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.  |
| MINIMUM QUALIFICATIONS                         | <b>Either I</b><br>Equivalent to graduation from college with a specialization in accounting, business administration, economics, finance or a related business/management specialization. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)<br><b>Or II</b><br>Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced or intermediate accounting, auditing, cost accounting, and business law.<br><b>Or III</b><br>Completion of the equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced or intermediate accounting, auditing, and cost accounting and three semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)<br><br><b>NOTE: Applications must contain the following information on all accounting and related courses completed including: title; semester or quarter credits earned; name of institution; and completion date. A copy of your college transcripts may also be included.</b> |
| SPECIAL PERSONAL CHARACTERISTICS:              | Ability to qualify for a fidelity bond; willingness to travel and work away from the headquarters office; willingness to work in a variety of settings; capacity for assuming progressively greater responsibility; tact; and good interpersonal skills.  |

SEE REVERSE FOR ADDITIONAL INFORMATION

FINANCIAL INSTITUTIONS EXAMINER JA20 – 4101 FINAL FILING DATE: FEBRUARY 14, 2003

|                           |   |
|---------------------------|---|
| THE POSITION              | <p>Under close supervision as a trainee, the incumbent performs the less difficult technical support work associated with conducting field examinations of financial institutions, business firms and service companies. As incumbents become more experienced, they will gradually assume responsibility for field examinations of small institutions that have few, if any, discernable problems or assist higher level examiners in the larger, more complex examinations. Upon full journey level, they will be in-charge of the full range of tasks associated with the field examination of small to moderate sized financial institutions and branch offices; participate in the examination of, and the preparation of, reports on the financial condition of banks, transmitters of money abroad, insurers of money orders and traveler's checks, savings associations, credit unions, insurance premium finance companies and industrial loan companies.</p> <p>Positions are located in San Francisco.</p>   |
| EXAMINATION INFORMATION   | <p>This examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p>  |
| SCOPE                     | <p><b>QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%</b></p> <p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"><li>General accounting and auditing principles and procedures.</li><li>Business law.</li><li>Statistics.</li><li>Information systems programs.</li><li>The English language with proficiency in reading, writing, and grammar.</li></ol> <p>B. Ability to:</p> <ol style="list-style-type: none"><li>Work arithmetical computations.</li><li>Gather, organize, summarize, and interpret financial data.</li><li>Analyze data and draw sound conclusions.</li><li>Prepare reports.</li><li>Establish and maintain cooperative relations with those contacted in the work.</li><li>Communicate effectively.</li><li>Evaluate and appraise information.</li><li>Analyze situations accurately and take effective action.</li><li>Use a variety of spreadsheets or word processing software packages.</li></ol> |
| ELIGIBLE LIST INFORMATION | <p>The resulting eligible list will be used to fill vacancies in <b>San Francisco only</b>. The list will be abolished 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.</p>   |
| VETERANS' PREFERENCE      | <p>Veterans' Preference Credit will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, <b>VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.</b></p>   |

GENERAL INFORMATION

It is the candidate's responsibility to contact the DFI Office of Human Resources at (916) 322-5966 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Financial Institutions reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.** Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS ♦ OFFICE OF HUMAN RESOURCES  
1810 13<sup>TH</sup> Street ♦ Sacramento, CA 95814 ♦ Telephone (916) 322-5966

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones 1-800-735-2929 ♦ Voice 1-800-735-2922